dActivities

Complete the following activities individually or in a group (as applicable to the specific activity and the assessment environment).

Activity 1C

Estimated Time	**35 Minutes**
Objective	**To provide you with an opportunity to identify how to carry out pre-start systems and equipment checks under supervision and according to organisational policies and procedures.**
Equipment needed	**A piece of work equipment/workspace.**
	Question 3 of this activity will require observation. **1. In 75-100 words, define the purpose of a pre-start system.** It is a standard oprocdure to conduct pre-start inspections which involves a routine analysis. Such as light and heavy vehicle, mobile plants or tools Identify minor issues that will often identify minor issues. Promote safety by inspecting. Reduct risk of accidents and financial consequences by removing issues . Additionally, proactive inspections help prevent costly repairs, reduce downtime, and minimize the risk of penalties or organisational criminal offences due to breaches of workplace safety legislation or regulations. **2. For your work setting or one that you are familiar with, write written instructions for a necessary pre-start system. You must provide a checklist as part of the instructions.** Bunsen burner: 1. Make sure there are no flammables like ethanol 2. The area is clear of paper towels 3. Safety flame is on by closing the airhole 4. Know where the emergency gas switch is off 5. Make sure there is no exposed part of the gas pipe 6. Use a heat-resistant mat 7. Have a well-ventilated room 8. Knowledge of the whereabouts of a fire extinguisher 9. Have a lighter ready for the gas 10. Long hair is tied up

	3. **Engage in a role play with your assessor. You will be provided with a piece of work equipment or an area of workspace for you to conduct a pre-start safety check.** **You must:** ➢ **Identify relevant safety components** ➢ **Conduct a thorough search** ➢ **Identify any issues and rectify these appropriately.**

Activity 1D

Estimated Time	**40 Minutes**
Objective	**To provide you with an opportunity to identify how to participate in responding to incidents according to organisational policies and procedures.**
Equipment needed	➢ **Access to a peer** ➢ **Case Study A – An accident at work.**
	This activity will require observation. **<u>Refer to Case Study A – An accident at work</u>** **You are to engage in a role-play with your peer that depicts the scene presented in Case Study A. You shall take on the role of Matt, and your peer**

	will play the role of the colleague that he is assisting. **Using the organisation's policy provided in Case Study A, respond appropriately to the situation and take steps to ensure your colleague's wellbeing is prioritised.** **You must:** ➢ **Be responsible and reassuring** ➢ **Call for assistance from a relevant person** ➢ **Make notes, including anything you deem to be relevant in case of further investigation.**

Activity 2A

Estimated Time	**30 Minutes**
Objective	**To provide you with an opportunity to identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed.**
	This activity will not require observation. **1. Using your own work setting or one that you are familiar with, identify two separate individuals that you may approach to report WHS queries or concerns.** **2. The WHS Officer or Safety Representative – This person is responsible for overseeing workplace safety procedures, addressing hazards, and**

	ensuring compliance with safety regulations. 3. 🎬 Your Direct Supervisor or Manager – They are responsible for your daily work activities and must be informed about any safety concerns so they can take immediate action and escalate the issue if needed. 4. 5. In 50-75 words, explain the circumstances in which it may be necessary to report incidents and or accidents to Safe Work Australia.

Activity 2B

Estimated Time	**40 Minutes**
Objective	**To provide you with an opportunity to identify existing and potential hazards relating to own role, and record and report them according to organisational**

	policies and procedures.
Equipment needed	**Case Study B – Reporting hazards in the workplace.**
	This activity will not require observation. **1. Using your own work setting or one that you are familiar with, identify two common hazards that may present within the workplace and explain how these hazards can become dangers at work in approximately 75-100 words.** **<u>Refer to Case Study B – Reporting hazards in the workplace.</u>** **2. Using the repair log template, report any relevant potential hazard that you identify within Case Study B. Make notes on how you would report these issues or actions you would take to prevent them from becoming hazardous.**

Activity 2C

Estimated Time	**30 Minutes**
Objective	**To provide you with an opportunity to identify and contribute to**

	implementing WHS instructions and organisational policies and procedures specific to own work area.
	This activity will not require observation. **Referring to your current role or one you are familiar with, outline how you carry out a work task according to specific WHS instructions and/or workplace policies and procedures.** **Outline your answer clearly, referring to specific examples where possible.** **(Max. 250 words)**

Activity 2D

Estimated Time	**20 Minutes**
Objective	**To provide you with an opportunity to identify and report incidents and injuries to required personnel according to organisational policies and procedures.**
Equipment needed	**Case Study C – Reporting an incident.**
	This activity will not require observation. **<u>Scenario</u>** ***Trevor Atkins (Trev) is a kitchen assistant working in a college cafeteria. During the dinner preparation at 11 am, Trev is peeling potatoes in the kitchen and cuts his right index finger with the potato peeler. The cut seems to be shallow but is bleeding considerably, and he needs to take immediate action. Samantha Hall (Sam), the kitchen manager, witnesses the incident and provides him with basic first aid which stops the bleeding. Sam then asks Trev to fill in an accident form.*** **<u>Refer to Case Study C – Reporting an incident.</u>** **1. Using the template in Case Study C, fill out an accident form that creates an accurate and detailed record of this incident.** **2. Suggest a relevant person that this incident may be reported to.**

Activity 3A

Estimated Time	**40 Minutes**
Objective	**To provide you with an opportunity to identify how to contribute to workplace meetings, inspections, and other WHS consultative activities.**
Equipment needed	➢ **Access to a small group** ➢ **Access to the internet.**
	This activity will require observation. **<u>Scenario</u>** ***Wendy is the manager of a telesales office. Recently there have been some complaints made to her regarding WHS issues in the office. Maintenance came to replace a strobe light in the staff room and found that the fire exit was blocked by chairs, bags and personal items that had been left out rather than put away in lockers.*** ***Staff had also complained that the general work area was untidy and multiple trip hazards around the office could be easily rectified if people took actions for their responsibilities. Wendy decides to call a meeting to address these issues.*** **1. Identify the issues raised in the scenario and undertake your own research to find informative material on the internet regarding these issues. You may choose written documents and/or short videos should they be appropriate.** **2. Engage in a role play with your group. Your assessor will take on the role of Wendy. Your assessor will lead the meeting to yourself and your peers and present the selected materials you sourced for Question 1. Prepare to answer and ask appropriate questions for the context of the role play, including:** ➢ **How the issues occur** ➢ **How the team can make improvements** ➢ **What workplace expectations are.** **The role-play is to last between 5 and 10 minutes.** **3. In approximately 50 words, explain how regular work inspections may contribute to the WHS standards of the workplace within the scenario.**

Activity 3B

Estimated Time	25 Minutes
Objective	**To provide you with an opportunity to identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures.**
	This activity will not require observation. **1. Referring to your organisation or one that you are familiar with, identify one existing and one potential hazard that you may encounter at work.** **Explain your answer in approximately 100 words.** **<u>Scenario</u>** ***You log onto your work laptop and notice that the charging cable is frayed.*** **2. In approximately 50 words, identify who you would report this to and suggest an appropriate method of doing so.**

Activity 3C

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to identify how to participate in actions to minimise or eliminate workplace hazards and to reduce risks.
	This activity will not require observation. 1. Considering your own role or one that you are familiar with, identify two practices that you may follow and participate in daily to help eliminate and reduce risks. Explain your answer in approximately 100 words. 2. In approximately 100 words, explain how promoting wellbeing can minimise or eliminate certain risks at work.